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Issuance Date: November 23, 2004 (9:00 a.m. EST.)

Closing Date: December 3, 2004, (9:30 a.m. EST.)

**SUBJECT: Request For Quotations (RFQ) No. M/OAA/GRO/EGAS-1000**

**The purpose of this contract is to procure Event/Meeting Planner services in support of the Advisory Committee on Voluntary Foreign Aid (ACVFA).**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking quotations from a vendor who can provide Event/Meeting Planner services in support of the ACVFA for USAID Washington, DC. This requirement will be a firm-fixed price purchase order.

If you choose to submit a quotation, it must be submitted via e-mail **only** to Franklin F. Gunn at: [fgunn@usaid.gov](mailto:fgunn@usaid.gov) with the attached request for quotation and received no later than December 3, 2004, 9:30 a.m. EST.

Quotations in the heading of the email must be addressed as follows:

U.S. Agency for International Development  
Office of Acquisition and Assistance  
M/OAA/GRO/EGAS, RRB-Room 7.09-105  
1300 Pennsylvania Avenue, NW  
Washington, D.C. 20523  
ATTN: Franklin F. Gunn

**It should be noted that packages may not be left at the USAID Visitor's Desk. You are solely responsible for ensuring timely delivery.**

This procurement is issued pursuant to the simplified acquisition procedures Chapter 13 of FAR, Subpart 13.003(b) (1) which requires that acquisition of supplies or services that have an anticipated dollar value exceeding \$2,500 and not exceeding \$100,000 be reserved exclusively for **small business concerns** and **publicized under FAR 5.101(2) for contract actions between \$10,000 and \$25,000.**

Contractors are requested to submit both technical and cost portions of the quotation separately. Award will be made to the contractor whose quotation satisfies the government requirement at the best value.

Issuance of this quotation does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of a quotation. Any questions concerning this

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solicitation should be directed to Franklin F. Gunn in writing at email: [fgunn@usaid.gov](mailto:fgunn@usaid.gov).

## **REQUEST FOR QUOTATION**

**RFQ NUMBER: 1000**

**DATE ISSUED: 11/23/04**

**CLOSING DATE AND TIME: 12/03/2004 – 9:30 am**

**RFQ NUMBER: M/OAA/GRO/EGAS-1000**

**ISSUED BY:** United States Agency for International Development  
M/OAA/GRO/EGAS, Room 7.09-105  
1300 Pennsylvania Avenue, N.W.  
Washington, DC 20523

**POC/TEL NO:** Franklin Gunn: mail: [fgunn@usaid.gov](mailto:fgunn@usaid.gov) (202) 712-0501

**THE OFFEROR AGREES THAT THE PRICES SUBMITTED ARE GOOD FOR 60 DAYS FROM DATE OF RECEIPT OF YOUR QUOTE.**

**OFFERORS ARE REQUIRED TO SUBMIT QUOTES VIA E-MAIL TO FRANKLIN GUNN AT: [fgunn@usaid.gov](mailto:fgunn@usaid.gov).**

**PLEASE PROVIDE NAME, ADDRESS, POINT OF CONTACT OF AUTHORIZED INDIVIDUAL RESPONSIBLE FOR THE QUOTATION.**

**COMPLETE THE ENCLOSED VENDOR INFORMATION SHEETS.**

**ALL RESPONSIBLE ELIGIBLE SOURCES MAY SUBMIT A QUOTATION WHICH, IF  
TIMELY RECEIVED, SHALL BE CONSIDERED BY THE AGENCY.**

**SHIPPING ADDRESS:       USAID  
OF DELIVERABLE       A/AID  
                              JOCELYN ROWE, RM 6.10-083  
                              RONALD REAGAN BUILDING  
                              WASHINGTON, D.C. 20523**

**DELIVERY DATE OF DELIVERABLES:   NLT 60 DAYS AFTER AWARD**

**Submitted by Name/Company:**

**Please provide company name on quote as well.**

**SUPPLIES/SERVICES AND PRICES/COSTS**

The contractor shall provide support services for the Advisory Committee on Voluntary Foreign Aid (ACVFA) public meeting of 2005 and ½ day executive session meeting for the ACVFA 24 members. The contractor will be required to work within a predetermined budget and shall be paid a fixed-price for the services rendered as the event/meeting planner.

<u>Item</u>	<u>Description</u>	<u>Qty.</u>	<u>Unit Price</u>	
001	Event/Meeting Planner services in support of the Advisory Committee on Voluntary Foreign Aid (ACVFA)	lot		
002	Cost reimbursable services which includes: <ul style="list-style-type: none"><li>■ Rental cost of conference facility</li><li>■ Audio-visual equipment requirements</li><li>■ Coffee and Tea</li><li>■ Continental Breakfast and Lunch</li><li>■ Meeting rooms for the ACVFA</li><li>■ Supplies</li></ul>	Ea		

	-Paper, Photocopying, Pencils, Pen, Stamps, etc... ■ Name Tags ■ Rapporteur Services ■ Dinner			
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## **STATEMENT OF WORK**

### **OBJECTIVE**

The purpose of this contract is to procure Event/Meeting Planner services in support of the Advisory Committee on Voluntary Foreign Aid (ACVFA).

### **BACKGROUND**

The ACVFA is an expert nongovernmental body that advises USAID and other U.S. government agencies on international development and humanitarian assistance issues. ACVFA members are private citizens appointed by the USAID Administrator and serve without compensation. The committee's public meetings, held three times per year, serve as forums for consultation between the public and private sectors on a broad range of foreign assistance matters.

### **REQUIREMENT**

The contractor shall have experience as an Event/Meeting Planner and be a self-starter, able to work independently.

The event/meeting planner will provide support services for two meetings: the ACVFA public meeting of 2005 (date is tentatively set for February 16, 2005) and the ½ day executive session (date

is tentatively set for February 17, 2005). It is expected that approximately 400 people will attend the public meeting and the 24 ACVFA members will meet for the ½ day executive session. The Event/Meeting planner will organize both meetings to be held in the Washington, D.C. area.

**Conference / Meeting Facility:**

The event/meeting planner shall provide for an array of services required for a conference/meeting for the ACVFA to support each event as listed below:

a) Shall schedule a conference facility to accommodate all attendees for the general public meeting session and setup approximately four small workshop groups for the ACVFA attendees. The conference facility will be in downtown Washington, D.C., accessible to the Metro and preferably in close proximity to the Ronald Reagan Building.

-The CTO will have approval on the meeting location.

-The timeframe of the meeting shall be: 8:00am - 5:00pm

b) Shall coordinate, secure, and prepare Audio-visual equipment requirements to include: microphones, power point (LCD projector), video monitors.

c) Shall provide Coffee Service for 24 ACVFA attendees during the morning coffee break, to include: coffee (regular and decaf), tea, and water.

d) Shall provide Continental Breakfast and Lunch for the 24 ACVFA members on the day of the public meeting. The Continental Breakfast and Lunch menu selection requires CTO approval. The available Lunch and dinner menu choices are as follows:

Breakfast Menu (for up to 24): coffee/tea service, and assorted juices, danishes, bagels, and pastries; and

Lunch Menu: Lunch - soups, salads (mixed green and pasta), and sandwiches (turkey, tuna, ham and vegetarian), coffee, iced tea or sodas, brownies and cookies.

e) Shall schedule a meeting room for the ½ day executive session to be held at the same location as the site of the public meeting

f) Shall serve as the main liaison to the facility personnel during the public meeting and the ½ day executive session.

g) In coordination with the ACVFA, the Event/Meeting Planner shall prepare the Agenda, conference materials, handouts and mailings to meeting invitees. All materials and information will be supplied by the CTO, to include printing and photocopying for the meeting and ½ day executive session.

h) Shall prepare all mailings (save the date post card and flyer; all on-site meeting handouts (e.g. power points, articles, maps, brochures) and deliver information folders to the ACVFA members hotel the evening beforehand).

i) Shall distribute the save the date posts card and the flyer.

-- The CTO will provide the meeting planner with the save the date post card and flyer for the production of the mailing labels, and the data base of names and addresses.

j) Shall be responsible for the web or email based registration which will be available eight weeks prior to the meeting date. The registration of attendees includes providing name tags and a final list of participants. Name tags will also be provided for the 24 ACVFA members and meeting presenters. A web or email based registration for participants will be required in addition to registration via fax or US mail.

k) Shall secure the services of a meeting rapporteur and an audio recorder (audio tapes) for the public session.

m) Shall be on-site at the day of the meeting for set-up, during the meeting, and clean-up after the meeting.

n) Shall assist with the hand-held microphones during the question and answer sessions for the ACVFA members. The general public will use the microphones in place. The CTO will provide USAID staff to assist with the registration tables.

o) Shall return all materials to the CTO after the meeting. The mailing list belongs to the ACVFA and may not be used for other purposes other than the public meeting.

#### **Meeting and Logistics Support:**

The meeting planner will be responsible for the design and layout of the full Committee report and the meeting summary report. Printing of materials will be conducted via USAID's printing office. The rapporteur will produce a draft report of the meeting's. An example is available on ACVFA Web Site.

**ACVFA Members Dinner:**

The meeting planner will be responsible for scheduling and coordination of Dinner for up to thirty people in a restaurant in Downtown Washington, DC. The timeframe of the meeting shall be: 6:00pm - 9 pm. The CTO approval is required on the restaurant and menu selection. Dinner menu choices are as follows:

Dinner - choice of steak or fish, salad, dessert, coffee and tea service, cash bar before dinner. A fixed price three course meal is preferable, not to exceed \$45 to \$60.

**Budget:** USAID has established a predetermined budget in support of the administrative and program support services to be provided to the ACVFA. After contract award, the contractor will be required prepare a budget for requirements under item under No 002 to the CTO for approval. The government shall reimburse all approved cost by CTO for required services.

**Date s of Event:**

The public meeting of the ACVFA is tentatively scheduled for February 16, 2005) and the ½ day executive session (date is tentatively set for February 17, 2005). Both meetings are to be held in Washington, D.C. The logistics and pre-meeting work will be commencing 60 days prior to schedule event. The meeting planner will work off-site at his or her office.

**PERIOD OF PERFORMANCE**

The period of performance for this contract is the date of contract award through February 17, 2005.

**PERFORMANCE STANDARDS**

Evaluation of the Contractor's overall performance in accordance with the performance standards set forth in Statement of Work, Tangible Results and Deliverables, will be conducted jointly by the CTO and the Contracting Officer, and shall form the basis of the Contractor's permanent performance record with regard to this contract.

**PROGRESS REPORTING REQUIREMENTS**

The contractor shall provide the government a progress report in accordance with the following or as requested by the CTO:



25% Completion of the work.  
50% Completion of the work.  
75% Completion of the work.  
100% Completion of the work.

#### **KEY PERSONNEL**

The key personnel whom the Contractor shall furnish for the performance of this contract are as follows:

Name	Title
_____	_____
_____	_____

The personnel specified above are considered to be essential to the work being performed hereunder. Prior to replacing any of the specified individuals, the Contractor shall immediately notify both the Contracting Officer and USAID Cognizant Technical Officer reasonably in advance and shall submit written justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No replacement of personnel shall be made by the Contractor without the written consent of the Contracting Officer.

#### **SUBMISSION OF DEVELOPMENT EXPERIENCE DOCUMENTATION TO PPC/CDIE/DI**

In accordance with AIDAR Clause 752.7005 "Submission Requirements for Development Experience Documents (OCT 1997)" (the full text of which is included in Section H), USAID contractors are to submit one electronic and/or one hard copy of development experience documentation (electronic copies are preferred) to the Development Experience Clearinghouse at the following address (rather than the outdated address in the cited clause):

Development Experience Clearinghouse  
8403 Colesville Road, Suite 210  
Silver Spring, MD 20910

Telephone Number (301)562-0641  
Fax Number (301)588-7787  
E-mail: docsubmit@dec.cdie.org

<http://www.dec.org>

**Cognizant Technical Officer:**

The Contractor and the CTO shall meet after contract award for coordination of program requirement. The CTO and technical point of contact for this requirement program is:

Jocelyn Rowe, Executive Director of the ACVFA.

Office Telephone: (202) 712-4002

Email: [jrowe@usaid.gov](mailto:jrowe@usaid.gov)

## **EVALUATION CRITERIA**

### **CAPABILITY OF THE OFFEROR**

USAID will assess (evaluate) the capability of each offeror on the basis of its organizations experience, past performance, and cost. USAID will use its assessment of capability as a basis for comparing offeror's to determine best value. This will be fixed price contract using best value trade-offs.

### **Evaluation Factors**

- a. Experience 50%**  
USAID will evaluate each offeror's technical experience in event/meeting planning and it's relevance to the work that will be required under the prospective contract.
- b. Past Performance 50 %**  
USAID will contact the offeror's previous customers to ask if (1) the offeror's performance conformed to the terms and conditions of its contract; (2) the offeror was reasonable and cooperative during the performance period; and (3) what level of customer satisfaction they received from the offeror.
- c. Cost Proposal -** Under a best value source selection, nonprice evaluation factors, when combined are significantly more important than price. USAID will consider an Offeror's past performance and experience to be equal in importance. However, the USAID will not select an offeror for award on the basis of a superior capability without consideration of the amount of its price. In order to select the winning proposal, USAID will rank each offeror by making a series of paired comparisons between them, trading off the marginal differences in capability and the price.

## **Adjectival Rating**

USAID will award the contractor whose proposal(s) best meets the Statement of Work (SOW) and represents the best value to the Government, all factors considered. Proposals for the activity will be evaluated based on adjectival ranking for overall proposal and each section of the proposal, respectively. The following adjectives will be used in assessing the criteria set forth:

**Outstanding:** The proposal exceeds the fullest expectations of the Government. The applicant has convincingly demonstrated that the requirements have been analyzed, evaluated, and should result in an outstanding, effective, efficient, and economical performance under the agreement. An assigned rating within "outstanding" indicates that the proposal demonstrates an "outstanding" capacity, and exceeds the fullest expectations of the Government.

**Very Good:** The proposal demonstrates a level of effort that fully meets the SOW's requirements and that this effort has produced, or could produce, results which should prove to be substantially beneficial to achievement of the goal of the development and testing of new and better tools, technologies, approaches, policies and/or interventions to improve the health status of infants, children, mothers, and families in developing and transitional countries. The proposal may or may not have any weaknesses. Fulfilling the definition of "very good" indicates that, in terms of the overall proposal and/or specific proposal sections, the proposal demonstrates a level of effort that fully meets the evaluation's requirements and that this effort has produced, or could produce, results which should prove to be substantially beneficial.

**Good:** The proposal meets the requirements. The proposal may contain weaknesses and/or significant weaknesses that are correctable but no deficiencies. An assigned rating of "good" indicates that, in terms of the overall proposal and/or specific sections, the proposal demonstrates a "good" understanding and ability to fulfill the requirements. If any weaknesses and/or significant weaknesses are noted, they should not seriously affect the contractor's performance.

**Marginal:** The proposal demonstrates a shallow understanding of the requirements and approach and marginally meets the minimum evaluation standard. The proposal contains weaknesses and/or significant weaknesses and may contain deficiencies. If deficiencies exist, they may be correctable. A rating of "marginal" indicates that, in terms of the overall proposal and/or specific sections the proposal marginally meets the standard for minimal but acceptable performance. The contractor

may complete the goal of the development and testing of new and better tools, technologies, approaches, policies and/or interventions to improve the health status of infants, children, mothers, and families in developing and transitional countries; however there is at least a moderate risk that the contractor will not be successful.

**Unacceptable:** The proposal fails to meet a minimum requirement or contains a major deficiency or major deficiencies. The proposal is incomplete, vague, incompatible, incomprehensible, or so incorrect as to be unacceptable. The Evaluator feels that the deficiency or deficiencies is/are uncorrectable without a major revision of the proposal. The assignment of a rating within the bounds of "unacceptable" indicates that in terms of the overall proposal and/or specific proposal sections the proposal fails to meet performance or capacity standards.

#### **Relative Importance of the Evaluation Factors- Best Value Source Selection**

Nonprice evaluation factors, when combined, are significantly more important than price. An offer must be acceptable in order for the offeror to be eligible for award. USAID will not award a contract on the basis of an unacceptable offeror. USAID considers the offeror's capability to be more important than its price. USAID will not select an offeror for award on the basis of superior capability without consideration of the amount of its price. The relative influence that capability and price will have on source selection authority will depend on the marginal differences among the competing offerors.

## **VENDOR INFORMATION**

**(Please complete if you have not provided this information in the past)**

**NAME:**

**ADDRESS (to include Country if not USA):**

**POC:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**E-MAIL ADDRESS:**

**INTERENT ADDRESS:**

**EIN/SSN NUMBER:**

**DUNS NUMBER:**

**ELECTRONIC FUNDS TRANSFER:**

**ABA Number (9 digit routing number):**

**Bank Name:**

**Account Number:**

**Type of Account (checking or savings):**

**OWNERSHIP TYPE:**

☐ **Asian-Indian American**

☐ **Asian-Pacific American**

☐ **Black American**

☐ **Hispanic American**

☐ **Native American**

☐ **Non-Minority**

- ☐ Other Minority
- ☐ Unknown

**PROFILE TYPE:**

- ☐ Corporation
- ☐ Education Org Other than University
- ☐ College
- ☐ Individual
- ☐ HBCU
- ☐ University/College
- ☐ International Center
- ☐ Research Org.
- ☐ Voluntary Organization
- ☐ Foundation
- ☐ Hospital
- ☐ Partnership
- ☐ Proprietorship
- ☐ Sheltered Workshop
- ☐ Hispanic Serving Institution

**ECONOMIC TYPE:**

- ☐ Private
- ☐ International Public Sector
- ☐ Federal Government
- ☐ State/Local Government
- ☐ Foreign Contractor

**TYPE OF BUSINESS:**

- ☐ 8(a) Form
- ☐ Small Business
- ☐ Women-Owned
- ☐ Disadvantaged
- ☐ For Profit
- ☐ Electronic Commerce